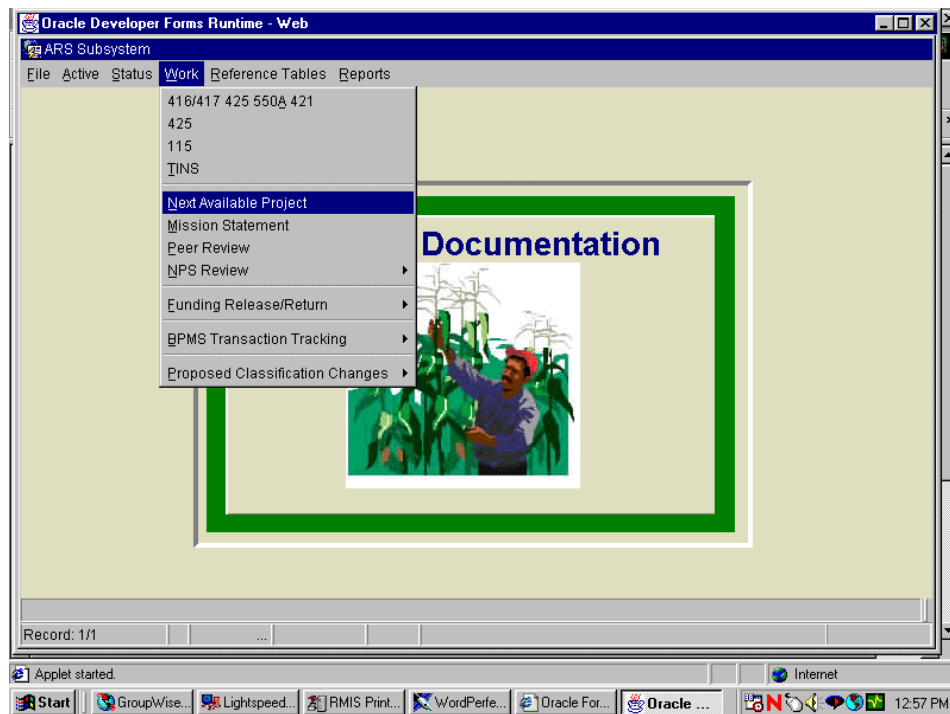


## Chapter 6. Project Number Search

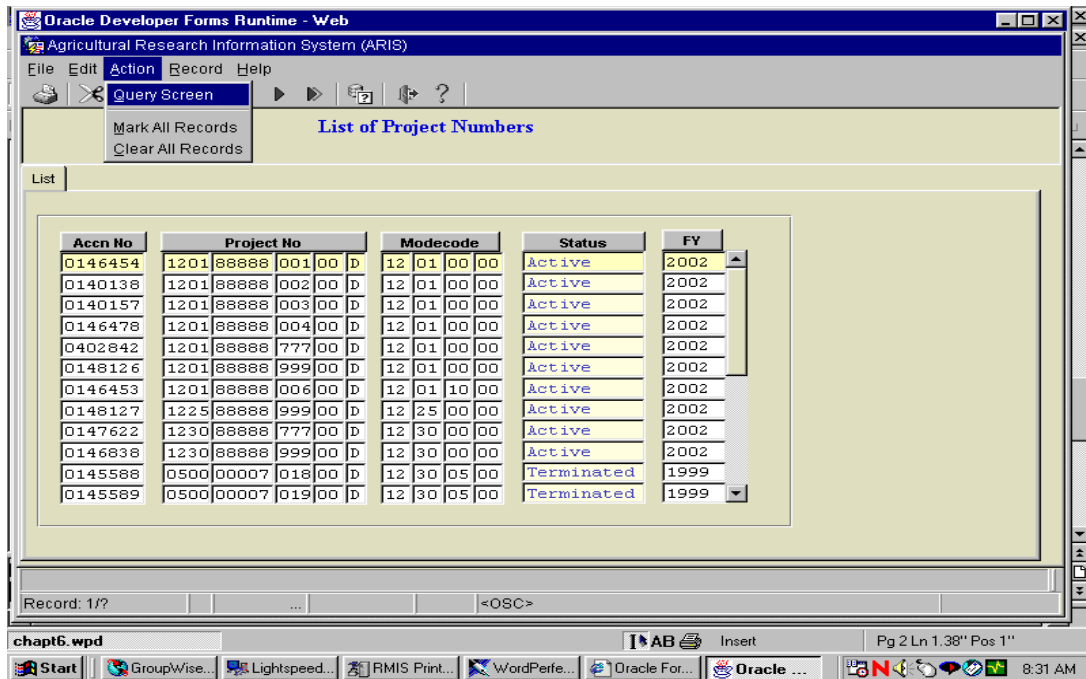
### Find Next Available Project Number

In order to find the next available project number for any type of project, go to the Research Documentation screen. From the toolbar, click on “Work” and “Next Available Project” (fig. 1). A listing will be displayed of all active, expired, terminated, and pending projects (includes D, R, T, S, C, G, and A project types) (fig. 2).

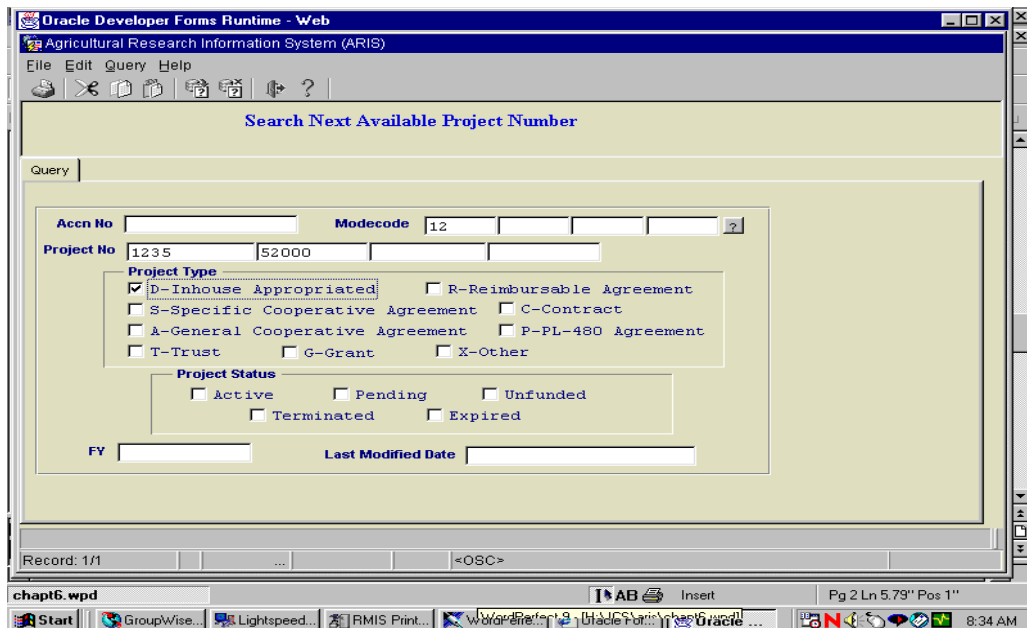


(Fig. 1 - Research Documentation screen)

In order to query for specific project numbers, once in the List screen, click on “Action” and “Query screen” from the toolbar (fig. 2) and the Query screen will be displayed (fig. 3).



(Fig. 2 - List Screen - All Projects)



(Fig. 3 - Query screen - querying for all projects beginning with 1235-52000 and “D” type)

Once all the query information is entered, click on the Execute query button from the toolbar, and the listing based on your query will be displayed (fig. 4). In order to determine the next available number, you can click on the “Project No” heading and the listing will be put in reverse order with the last number first.

Accn No	Project No	Modecode	Status	FY
0049516	12355200000500D	12350500	Terminated	1999
0140382	12355200000600D	12350500	Terminated	1999
0140160	12355200000800D	12352000	Terminated	1999
0049016	12355200000900D	12352500	Terminated	1999
0049419	12355200001200D	12352500	Terminated	1999
0142499	12355200001300D	12351500	Terminated	1999
0142500	12355200001400D	12351500	Terminated	1999
0142505	12355200001600D	12351500	Terminated	1999
0142307	12355200001800D	12351500	Terminated	1999
0143739	12355200002200D	12351500	Terminated	1999
0142504	12355200002300D	12351500	Terminated	1999
0146782	12355200002500D	12351500	Terminated	1999

(Fig. 4 - List screen based on query)

Once you determine the next available number, exit out of the List screen. You can then go into your work file and add the new project or modify the existing project as needed.

Follow the same procedures as above for finding next available project number for all other types of projects other than “D.” **Remember:** Every project must have a unique number. Even if a project is expired, unfunded, or terminated, the number cannot be reused.

You can also find next available project number within your work file list screen. Once in your work file, click on “Action” and “Next Available Project Number” on the toolbar. Then follow the steps above.